



Central Arkansas Chapter
International Association
of Administrative
Professionals

The mission of CAC IAAP
is to provide opportunities
for our members to
CONNECT, EDUCATE,
and GROW
as professionals.



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We're on the web!
www.iaap-centralarkansas.org

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Greetings from the President

Central Arkansas Chapter (CAC)

Wow...the second month in the New Year!

Being a leader gives you authority and power. But it also requires tact and humility if you want to inspire others.

Anyone who wants to lead others will quickly discover the value of this wisdom. Remember these important tips for honing your leadership skills when communicating with others.

Accept your role – To be a credible leader own your position of authority.

Keep your cool – If you are nervous, don't show it.

Consider your language – Speak eloquently and professionally. Express gratitude for good teamwork

Watch your tone – How you speak to others matters. While you need to appear strong, you should show respect to earn it.

Be Honest – Trust your group members and be willing to tell them the whole story.

We are all sitting in leadership positions. And by doing so, we become remarkable leaders.

These are some of the things that happened in the month of February:

- Mailed proposed amendments to International Bylaws and standing rules committee
- Mailed credential registration forms and info to all chapter and division presidents.
- Mailed convention registration brochure to all members and affiliates
- Deadline for accepting certification examination application for the May examination
- A-O Division Officers Visit

Surround yourself with people who take their work seriously, but not themselves, those who work hard and play hard....Colin Powell

Linda Myers
2011-2012 CAC IAAP President
Central Arkansas Chapter
Chapter of Excellence



Next Chapter Meeting
Wednesday, February 15, 2012
11:15 a.m. until 1p.m.
Location: 7 A/B—6th & Gaines
Speakers: Wanda Perry & Teresa Tidwell on "Building Trust"



Arkansas-Oklahoma Division Committee on Nominations



Call for Nominations

The call for nominations for two positions on the divisional level was sent to all Central Arkansas Chapter of IAAP members from your Chapter President, Linda Myers. The notice was sent on February 2, 2012.

If you are interested in "Making the Leap to Remarkable" in IAAP leadership, please give consideration to these positions. Please read the qualifications or contact any A-O Division Committee on Nominations members if you have questions.

Positions Open for Nomination Are:

President-Elect
Secretary



Chair - A-O Division Committee on Nominations

Carolyn Rufus, CAP

Fax - 501-301-3438

E-mail - clrufus@arkbluecross.com

Janet Griebel, CAP/CTM

Fax - 918-352-4522

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Linda Hunter

Fax - 501-301-3438

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Thank you for "Making the Leap to REMARKABLE" and supporting the A-O Division of the International Association of Administrative Professionals® (IAAP) through leadership.

OFFICETEAM®

Specialized Administrative Staffing

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How to Handle Career Dilemmas: A Quick Guide

Decisions about how to approach everyday tasks in the workplace are usually pretty straightforward. Occasionally, though, situations arise where the best course of action is not so clear. Following are three examples of career dilemmas you may encounter, along with suggestions on how to handle them.

You find out a coworker, who has the same job as you, makes more money.

Before immediately going to your boss with your concerns, take this opportunity to do some research first. Consult resources such as the U.S. Department of Labor's website, and the [Salary Guides](#) published annually by *OfficeTeam*. This will give you an idea of what others with skills similar to yours are paid.

You can then approach your manager with information that will lend credibility to your request.

You've heard from a friend about a potential new job that sounds intriguing, but you're happy with the job you have.

A change may sound exciting, but be sure to compare salary and benefits packages, opportunities for advancement, and corporate culture before you make a leap. It's also a good idea to meet with your boss to discuss your career path and compensation potential at your current firm without mentioning the possible new job.

You have the opportunity to head up a challenging project.

Before immediately volunteering, weigh the pros and cons. Is this the best project to help you improve your skills and broaden your scope within the organization? Another key consideration: Do you really have enough time given your current responsibilities? If you are still hesitant, you may want to consider a lesser role instead of spearheading the project. This could still give you the chance to be involved, hone your skills and increase your visibility.

What most workplace dilemmas have in common is that there is no single, obvious way to solve them. Carefully weighing your options can help you feel more confident you've made the decision that's right for you.

OfficeTeam is the world's leading staffing service specializing in the placement of highly skilled administrative and office support professionals. The company has 315 locations worldwide, and offers online job search services at www.officeteam.com.

Help Us Celebrate 70 Years!

In celebration of IAAP reaching its 70th anniversary, we're offering administrative professionals a special price when they join the association as a new member. From now until December 31, 2012, new members can join IAAP at the chapter, division and international level—all for one \$70 price. Don't put it off. Join today to take advantage of the world's best networking and education for administrative professionals. To participate in the promotion, signup online or join using the printable [70th Anniversary Membership Form](#).

2011-2012 MEMBER OF EXCELLENCE CRITERIA

Revised to take effect for 2011-2012 IAAP Year:

Beginning July 2011, the wording of criterion 6 has changed, waiving the mandatory requirement for new members who joined in the current fiscal year. The criterion is still mandatory for renewing members.

Revisions and clarifications to the 2010-2011 criteria are identified by bold/underlined text.

IAAP Headquarters Membership Department reserves the right to request original documentation of criteria earned.

Revised Criteria as of July 1, 2011:

A Member of Excellence will receive a certificate (first four years), Pathways to Excellence certificate cover, and Member of Excellence pin (the fifth year).

A Member of Excellence will attain a minimum of 8 of the following 11 criteria:

1. Hold a current IAAP Certification (i.e., CAP as prescribed by the new curriculum.)
2. Download the Member of Excellence Commitment form; sign and date the form.
3. Actively participate in the IAAP web community forum discussions or write an article (minimum 200 words), and have it published in an IAAP publication (chapter, division, or international level.)
Recommending another author's article does not qualify.
4. Attend at least one professional educational workshop, seminar or conference (at least 60 minutes in length) and provide a short paragraph on how the training relates to your job or your role in IAAP. It can be an IAAP or non-IAAP workshop, seminar, or conference; however, it cannot be included in your calculations to meet the requirement of criterion #9.
5. Hold a degree, certificate or equivalent (a minimum of one year in length) from an accredited college or university or hold a Microsoft certification.
6. Pay membership dues on or before anniversary date. This criterion is a mandatory requirement. This mandatory requirement will be waived in the case of new members joining IAAP in the current IAAP fiscal year who want to work towards becoming a Member of Excellence.
7. Serve as a chapter, division, or international officer, committee chair, or committee member; or serve as an RTF Trustee; or serve on a student chapter advisory board or the school's advisory board for the office administration program.
8. Conduct a public presentation, program or training at least 60 minutes in length. (Note that the presentation does not need to qualify for recertification points.)
9. Attend a minimum of eight (8) IAAP chapter, division or international sponsored meetings, programs or events (any combination.) These meetings, programs, or events cannot include an event used to meet the requirement of criterion #4.
10. Recruit at least one new member.
11. Integrate IAAP membership and involvement into annual performance plan or review.

Valentine to an Administrative Professional

By Todd Hunt

*She's first one in and last to leave,
her mark is everywhere.
But like a watchful angel,
we seldom know she's there.*

*She guards the gate, protects the boss,
efficient through and through.
Those binders for this afternoon?
All set in Board Room 2.*

*Mind reading is among her skills,
and putting fires out.
She juggles tasks and jumps through hoops,
yet never one to pout.*

*Three hands, you see, she does possess,
and intellect well bred.
Plus humor, tact, diplomacy
and eyes behind her head.*

*Computer tech and referee,
yes, party planner too.
Committee head, Excel sheet queen-
there's nothing she can't do.*

*We've used the female pronoun, true,
throughout this love decree.
But sometimes (though it's still quite rare),
that admin pro's a he!*

Business humorist Todd Hunt speaks to admins and other organizations that want to add fun to their meetings and send members back to work smiling, with tips to improve communication and success. His world's shortest e-mail newsletter (30 seconds, twice a month) is available free at www.ToddHuntSpeaker.com ?



ADMINISTRATIVE PROFESSIONALS DAY

The theme for the 2012 Administrative Professionals Day® is: **“Admins, the pulse of the office.”**

Administrative Professionals Day will mark its 60th anniversary on April 25, 2012. Over those decades, the job of an administrative professional has changed dramatically thanks to new tools, techniques and seismic shifts in the economy and culture itself. But admins have remained the steady center of efficiency through it all, helping ensure that jobs get done right, on time and under budget. Admins are one of the engines of business, particularly in a complex economy. In a world that demands the accurate and speedy movement of digital information, admins are masters of data. And they do this while maintaining their more traditional role as the gatekeepers for many customers, clients and employees. Quite simply, admins are the pulse of the office.

Since 1952, the International Association of Administrative Professionals has honored office workers by sponsoring Administrative Professionals Week. Today, it is one of the largest workplace observances outside of employee birthdays and major holidays.

In the year 2000, IAAP announced a name change for Professional Secretaries Week and Professional Secretaries Day. The names were changed to Administrative Professionals Week and Administrative Professionals Day to keep pace with changing job titles and expanding responsibilities of today's administrative workforce.

Over the years, Administrative Professionals Week has become one of the largest workplace observances. The event is celebrated worldwide, bringing together millions of people for community events, educational seminars and individual corporate activities recognizing support staff.

Today, there are more than 4.1 million secretaries and administrative assistants working in the United States, according to U.S. Department of Labor statistics, and 8.9 million people working in various administrative support roles. More than 475,000 administrative professionals are employed in Canada. Millions more administrative professionals work in offices all over the world.

APW is always the last full week in April. In 2012, Administrative Professionals Week is April 22-28, and Administrative Professionals Day is Wednesday, April 25.



Administrative Professional's Week Event 2012



We are so excited about the APW Event in 2012! Already, we have a great line up of guests and developmental sessions including a presentation from former Miss Arkansas Katie Bailey, that will make for a fun and informative event. Mark your calendars for Tuesday, April 24th and don't miss this valuable opportunity to network with fellow admins and to grow in your profession. Registration details soon to come at www.iaap-centralarkansas.org.



CAC Presents:

Save the date!

Rockin Around
in Little Rock!
The Clocks

June 7 - 10, 2012
Hilton-Garden Inn

Contact: Teresa Tidwell / ttidwell@arkbluecross.com

